

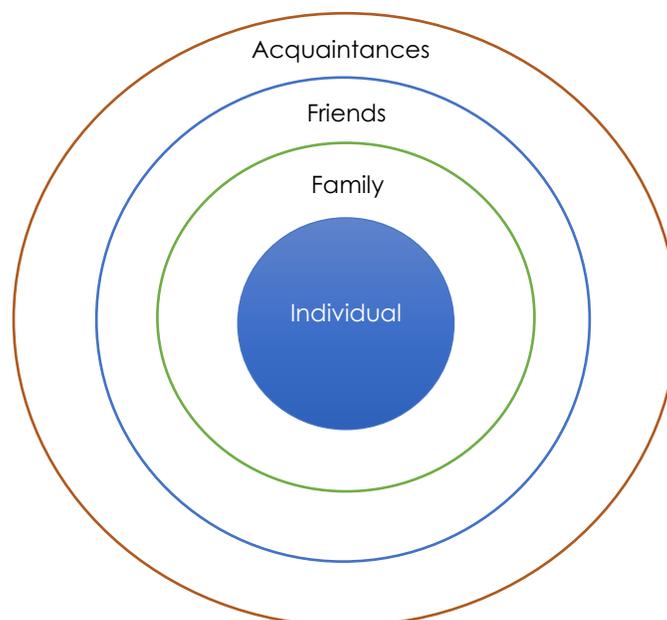
## Hiring Workers

One of the benefits of self-direction is that you decide who will work for you. Many people who self-direct choose to hire people they already know, like friends or family. Often, these friends or family may have already been helping them with tasks. Through self-direction, those friends or family can get paid for their help. This sometimes means they will be able to help you even more.

Other people choose not to hire friends and family. Instead, they recruit their own staff, just like any other employer. When you self-direct, you decide what skills or qualities are important for your workers to have. For example, if you need your worker to drive you places, they will need to have a driver's license.

You may have someone in mind as the person you want to work for you. If you are not sure who you want to work for you, this resource can help you think through the possibilities.

If you are thinking about hiring someone you already know, it can be helpful to picture the people you know best and then “move outward”, as shown in the picture below:



As you think about people to hire, the following questions may be helpful:

- Do I like spending time with this person?
- Is this person able to do what I need them to?
- Do I trust this person?
- How would hiring this person change my relationship with them?

If you answered “yes” to all the questions, the person you were thinking about could be a good fit. If you answered “no” to any of the questions, that person might not be the right person to hire.

## Recruiting Workers

If you do not plan to hire someone you already know, there are other ways to find a worker. You can write a job description that describes the things your worker will need to do. You can then share this job description, so that interested people can contact you. If you aren't sure where to share your job description, your case manager can help.

### **Examples of where to post a job description:**

- Facebook or other social media
- Job websites like Care.com or Indeed.com
- Newspaper
- Community board

Some websites may allow you to place a job posting for a fee, and some programs may provide that funding. Ask your case manager about what is covered in your budget.

When you think about what type of worker you are looking for, you may want to think about the following questions:

- What kinds of people do I get along with best?
- What kinds of people irritate me?
- Is it important to me that the person I hire has experience working with people who have care needs that are like mine?
- What skills would I like or need someone to have?
  - For example, if meal preparation will be one of the worker's main tasks, it would be helpful if they are already comfortable with cooking and using a kitchen.

## Interviewing Potential Workers

It is important that you feel safe when interviewing potential workers.

Interviews can happen over the phone, computer, or in person. If you choose to do an in-person interview, hold the interview somewhere public. This could be at a park, library, or other place where you feel safe. It may be helpful to bring a family member or friend to give a second opinion.



**When interviewing a candidate, here are some example questions you can ask:**

- Have you worked with people with disabilities before?
- What drew you to apply for this job?
- Do you have any questions or concerns about this job?

## Avoiding Discrimination

Whenever you hire someone, it is important to follow the law. As an employer, you have the right to hire someone who can provide services

the way you need and want them to. But in the United States, it is illegal for an employer to choose *not* to hire someone for certain reasons. For example, it is illegal to decide *not* to hire a qualified person because of the country they were born in or the religion they follow.

To make sure you are following the law, do not ask people you interview any questions about their age, race, color, religion, national origin, sexual orientation, sex, marital status, number of children, whether they are pregnant or may become pregnant in the future, or whether they have a disability.